

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Data Clerk, Resource Specialist, Instructional Aide	FLSA status:	Exempt
-------------------	---	---------------------	--------

DEPARTMENT:	AEL Grant	REPORTS TO:	Director, AEL Grant
--------------------	-----------	--------------------	---------------------

Position summary: Under direct supervision, assists the Director of AEL Program in all program areas. This position reports to the Director of the Adult Education and Literacy Program and is totally grant funded dependent upon continuation funding.

Position responsibilities:

- Enter and update participant data in TEAMS weekly.
- Enter and update contact hours from sign-in sheets into TEAMS
- Go to off-site classes to retrieve and deliver files, supplies, etc.
- File all student sign-in sheets in notebooks.
- File all student data in administrative files.
- Market AEL classes through social and print media.
- Maintain and update the PC AEL webpage.
- Hold orientations for new students every Monday.
 - Make sure that registration packets are completed in their entirety.
 - Make sure that student signatures are on all necessary forms.
 - Sign necessary forms as the intake/staff person.
 - Identify TANF/TANF Eligible participants.
 - Complete TWIST documentation.
 - Obtain verification of TANF/TANF Eligible benefits.
 - Immediately send TWIST documentation for TWIST reporting.
 - Assess students using the BEST tests or TABE test and log results into TEAMS (pre and post testing)
- Assist the Director and Coordinator at his/her request.
- Complete mandatory professional development per AEL requirements.
- Other duties as assigned.

Minimum Position Requirements:

- High school diploma or equivalent with 1 to 2 years' experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Ability to work with a diverse team in a fast-paced environment.
- Excellent computer skills including Microsoft Word, Microsoft Power Point, Microsoft Excel, and Microsoft Publisher.
- Clerical skills including filing, typing, and organizing.
- Operating office equipment, including copy machine, fax, computer, and scanner.
- A pleasing personality and ability to work positively and effectively with people.
- Good written and verbal communication skills.
- Good work habits.
- Very good critical thinking skills

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Travel required.